

BROOKINGS COUNTY COMMISSION MEETING

TUESDAY, DECEMBER 6, 2016

The Brookings County Board of County Commissioners met in regular session on Tuesday, December 6, 2016 with the following members present: Ryan Krogman, Larry Jensen, Stephne Miller, Lee Ann Pierce, and Tom Yseth.

CALL TO ORDER

Chairperson Krogman called the meeting to order.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVAL OF AGENDA

The agenda for the December 6, 2016 Commission Meeting was approved without objection.

CONSENT AGENDA

Motion by Miller, seconded by Yseth to approve the consent agenda. Motion carried. The consent agenda consisted of the minutes from the November 15, 2016 Commission Meeting.

Be it noted, a correction was made to the November 1, 2016 commission minutes to correct the volunteer board appointment term dates from January 2016 to January 2017.

Travel Requests: Misty Moser to attend a Vandiest Supply Seminar on December 6th in Sioux Falls; Richard Haugen to attend SD Department of Ag County Site Analysis Program Year-End Meeting on December 8th in Watertown; Michael Holzhauser to attend Regional Welfare Director Training on December 7th in Huron; Robert Hill to attend a South Dakota Homeland Security Meeting on December 14th in Sioux Falls; Stacy Steffensen & Laura Littlecott to attend a Department of Labor Training on December 21st in Watertown; Sonia Mack to attend an all 4-H Staff Meeting on January 11th-13th in Mitchell; Sonia Mack to attend Achieving the Extension Mission Through Volunteers class on January 19th & 26th and February 2nd, 9th, 16th, & 22nd in Watertown; Sonia Mack to attend Deubrook Elementary Cloverbuds on January 9th, February 13th, and March 13th in Toronto, SD; Laura Littlecott to attend an Essentials of Employment Law seminar on December 13th in Sioux Falls.

Personnel Action Notices: voluntary resignation- Adam Lehnertz, effective October 30, 2016; routine step increase- Peggy Steen to \$18.51, effective November 1, 2016; voluntary resignation- Paulette Heesch, effective November 11, 2016; voluntary resignation- Marti Brettschneider, effective November 11, 2016; voluntary resignation- Judi DeZeeuw, effective November 11, 2016; voluntary resignation- Joyce Dragseth, effective November 11, 2016; voluntary resignation- Alisha Haddock, effective November 22, 2016.

Human Services Report: case #16-177 for rent was approved; case #16-167 for Brookings Municipal was denied; case #16-178 for rent was approved; case #16-181 for rent was approved; case #16-182 for rent was approved; case #16-184 for rent was approved; case #16-185 for rent was approved; case #16-186 for Hy-Vee Pharmacy was denied; case #15-147A for Avera McKennan was denied; case #16-007A for Surgical Institute Sioux Falls, SD was denied.

ROUTINE BUSINESS

Approval of Claims

Motion by Miller, seconded by Jensen to approve the following claims. Motion carried.

A&B Business Inc, PDF Creator Value Bundle, Maintenance Contract, \$1,066.57; Anthony Teesdale, Court Appt Attorney Fees, \$444.83; Aragon, Antonio, Translation Services 1.5 Hours, \$75.00; Aragon, Martha A, Translation Services 2 Hours, \$100.00; Assn of SD County Weed & Pest, Promotional Items, \$94.80; Bangor Township, Gopher Bounty Program 110, \$165.00; Banner Associates, 213th St Feasibility Study, \$7,150.00; Boarman Kroos Vogel Group, Jail Study, Consulatation, \$3,654.93; Bobcat of Brookings, Cutting Edge Bolts, \$237.36; Bozied Oil Co Inc, Car Washes, \$105.00; Brookings Health System, Inmate Medical, \$2,728.61; Brothers Pharmacy, Inmate Medication, \$1,571.50; Bruna Electric, Install Ceiling Fans-Shop, \$792.81; Buseth, Vicki, Mileage-Deliver Election Supplies, \$35.28; Central Business Supply, Office Supplies-Labels, \$160.49; Chief/Law Enforcement Supply, Uniform & Equipment, \$205.83; CHS, Dyed Diesel, \$12,300.00; City of Brookings, Joint Building Costs, \$6,504.98; Cook's Wastepaper & Recycling, November Service, \$234.46; Den-Wil Inc, Monthly Rent, \$877.00; DVL Fire and Safety, Recharge Fire Extinguishers, \$55.50; Election Systems & Software, Ballot Programming & Ballots, \$8,230.99; Executive Mgmt Finance Office, Tech Access Fee-Oct 2016, \$59.00; Fastenal Company, Bolts, \$178.88; Fite, Pierce & Ronning Law, Court Appt Attorney Fees, \$128.80; Foerster Office & Supply, Janitorial Supplies, \$580.60; Gass Law, PC, Court Appt Attorney Fees, \$2,181.11; Graham Tire North, Tires, \$13,318.32; Graybar Electric Co Inc, Lights, \$79.85; Halme Inc, Bridge Work Payment #7, \$23,521.73; Hauptert, Shiann, Per Diem Training In SF, \$11.00; Hometown Service & Tire, LLC, Durango-Timing Cover, Pulley, \$300.29; Hy-Vee Food Store, Zoning Mtg & Wellness Fair Refreshments, Inmate Meals, \$20,584.12; IAAO, IAAO Membership Dues, \$190.00; Inter-Lakes Community Action, 4th Qtr Payment, \$3,034.25; Inventory Trading Company, Uniform & Equipment, \$256.00; Jenna Peterson, Mileage-Deliver Election Supplies, \$13.61; Judi Dezeeuw, Mileage-Deliver Election Supplies, \$13.44; Katterhagen, Mark, Mental Illness Hearing, \$66.00; KCH Law, Mental Illness Costs, \$151.51; Kingbrook Rural Water, Water Utilities, \$33.00; Kriese, Jeremy, Per Diem-Crisis Intervention, \$11.00; L.G. Everist, Inc, Icing Sand, River Rock, \$2,716.75; Lake Hendricks Township, Gopher Bounty Program-53, \$79.50; Lake Sinai Township, Gopher Bounty Program - 156, \$234.00; Lewno, Lucy, Mental Illness Hearing, \$408.92; Lowe's, Shop Supplies, Keys, \$62.15; Lutheran Social Services, Arise Youth Center 2 Days, \$371.04; Martha Brettschneider, Mileage-Deliver Election Supplies, \$12.60; MCI, Long Distance Phone Oct/Nov, \$34.08; McLeod's Printing & Office, 2017 Assessment Notices, \$420.90; Midwest Alarm Company, Fire Alarm Monitoring, \$270.96; Midwest Management/BMO Harris, Tax Certificate, \$1,594.26; Mills Property Management, Care of Poor Rent, \$332.00; Mr. V's Professional Body, Vehicle Repair, \$363.00; Nancy J Nelson, Court Appt Attorney Fees, \$2,400.28; National 4-H Council - Supply, Medals & Certificates, \$186.05; Newegg Business Inc, Book-In Camera, \$56.98; Northwestern Energy, Natural Gas Usage, \$236.80; Oakwood Township, Gopher Bounty Program -137, \$205.50; Office Peeps Inc, Ink Cartridge, Supplies, \$131.71; Ohlin Sales Inc, Lifepak 500 Batteries, \$397.71; Oslo Township,

Gopher Bounty Program-619, \$928.50; Patricia J Hartsel, Transcripts, \$167.20; Paulette Heesch, Mileage-Deliver Election Supplies, \$3.57; Pharmchem Inc, Sweat Patch Analysis, \$1,225.00; Prairie View Townhomes, Care of Poor Rent, \$650.00; Prochem Dynamics Llc, Jail Supplies, \$1,181.86; Pts of America, LLC, Inmate Transport, \$616.00; Qualified Presort Service, Work From 11/01-11/15, \$28.58; Ramkota Inn, Lodging-Safety & Loss Conference, \$199.98; Reed T Mahlke, Court Appt Attorney Fees, \$3,146.40; RFD Newspapers Inc, Publications, \$6,580.11; Sanford Health, Autopsy, \$2,550.00; SD Attorney General's Office, 24/7, SCRAM & Participation Fees 10/16-31, \$1,711.00; SD Dept of Transportation, Bridge Inspections S94679, \$2,936.10; Sheraton Sioux Falls, Lodging Convention, \$83.00; Sinai Legion Hall, General Election Location, \$35.00; Sioux Equipment, Gas Pump System, \$22,747.00; Sioux Valley Cleaners Inc, November WIC Janitorial, \$460.00; Steven Ust, Building Inspections, \$2,100.00; Swanda, Karen, Mental Illness Hearing, \$66.00; Terry D Wiczorek Pc, Court Appt Attorney Fees, \$518.23; Thomson Reuters - West, Annual Charges, Quinlan, West Info, \$915.69; Tim Hogan, Court Appt Attorney Fees, \$1,769.48; Town of Sinai, Garbage & Sewer, \$64.00; Tri-State Emergency Management, Membership Dues, \$40.00; Tyler Technologies, Contract Recording, \$140.00; Umberger, Charles, Replace Voided Cell Phone Cks, \$225.00; United States Postal Service, Postage, \$500.00; Vandenberg Law, Court Appt Attorney Fees, \$1,932.00; Vantek Communications Inc, North Repeater Dec Fee, \$100.00; Verizon Wireless, Election Hot Spots, Mobile Data, \$548.80; Walburg, Duane, Mileage, \$107.94; Walmart Community, Cameras, Memory Card, Office Supplies, Radio, \$323.55; Wells Fargo, Credit Card Charges, \$2,830.78; Winter Inc, Concrete- Yard Drainage, \$184.00; Yankton County Sheriff, Service of Process, \$100.00; Yankton County Treasurer, Mental Illness Hearing, \$687.05; First Bank & Trust, Bond Payment, \$60,823.52

December Cell Phone Reimbursements: Anderson, Jeffrey G, \$75.00; Birk, Richard, \$105.00; Biteler, David, \$30.00; Suzanne Bjordal, \$30.00; Buseeth, Vicki, \$105.00; Chapman, Beverly, \$105.00; Dejong, Darren J., \$60.00; Doremus, Sean, \$30.00; Friedrich, Cliff, \$45.00; Gengler, Michael, \$30.00; Giegling, Mike, \$30.00; Gross, Linda, \$30.00; Haider, Darin, \$60.00; Richard Haugen, \$45.00; Hieb, Richard, \$30.00; Hill, Robert, \$105.00; Holzhauser, Michael, \$105.00; Howard, Abigail A., \$105.00; Jensen, Larry, \$75.00; Kriese, Jeremy, \$30.00; Krogman, Ryan, \$75.00; Langstraat, Manual, \$30.00; Christopher Lilla, \$105.00; Littlecott, Laura, \$45.00; Mccrea, Don, \$15.00; Miller, Stephne, \$75.00; Molengraaf, John, \$30.00; Moser, Misty, \$75.00; Nesvold, Teree, \$105.00; Zach Page, \$30.00; Pierce, Irene, \$45.00; Lee Ann Pierce, \$75.00; Jon Pike, \$60.00; Plowman, Shawn, \$90.00; Scheer, Aaron, \$30.00; Scott, Michael, \$45.00; Sebring, Scott, \$105.00; Stanwick, Martin, \$105.00; Steffensen, Stacy, \$105.00; Stoltenburg, Michael, \$15.00; Sweebe, Bart, \$105.00; Umberger, Charles, \$45.00; Witchey, Kristen, \$75.00; Yseth, Tom, \$75.00
General Election Workers: Ahartz, Kenneth, \$158.00; Anderegg, Sharon, \$174.50; Anderson, Ruth, \$222.00; Angle, Lois, \$163.50; Antonen, Joan, \$227.01; Audus, Jodi, \$174.50; Bell, Robert, \$174.50; Bommersbach, Marilyn, \$166.25; Bommersbach, Roger, \$166.25; Brotsky, Eleda, \$171.75; Canaday, Dolores, \$169.00; Carlson, Beverly, \$196.50; Christensen, Judy, \$161.63; Clark, Tanya, \$174.50; Cooper, Kris S., \$199.00; Crosser, Barbara, \$109.30; Derdall, Ardelle, \$103.00; Dorn, Ray, \$97.50; Dusharm, Carol, \$103.00; Earley, Pauline, \$103.00; Julie Erickson, \$169.00; Even, Anna, \$236.41; Fiedler, Mary, \$97.50; Flynn, Nancy, \$127.75; Foerster, Marilyn, \$199.25; Foster, Dianne, \$219.16; Kathy Jo Haugen, \$119.50; Havrevold, Cheryl, \$163.50; Herrboldt, Ellen, \$213.00; Heylens, Kathy, \$176.55; Hult, Larry, \$161.63; Ishol, Dorothy, \$171.75; Josephsen, Delores, \$123.16; Kampmann, Linda, \$163.50; Kjellsen, Doris, \$132.40; Kranz, Linda, \$97.50; Krogman, Norma, \$191.00; Kruse, Joanne, \$97.50; Kruse, Nelva, \$224.78; Patricia Landsman, \$163.50; Linn, Norma, \$191.00; Madsen, Dianne, \$196.50; Mckinney, Kathryn, \$174.50; Olson, Gloria, \$158.00; Page, Diana, \$174.50; Pike, Gloria, \$202.00; Reppe, Adelpha, \$166.25; Santema, Deanna, \$163.50;

Jan Seeley, \$169.00; Thaden, Linda, \$169.00; Thaden, Ronald, \$222.00; Marcia Thompson, \$163.50; Thvedt, Gloria, \$171.75; Tillgren, Wilma, \$191.00; Tolrud, Deanna, \$202.00; Torgrude, Linda, \$224.43; Peg Torgrude, \$200.62; Town, Helen M, \$169.00; Tyler, Wanda, \$174.50; Vaughn, Betty, \$210.50; Vincent, Patricia, \$163.50; Vostad, Jeff, \$163.50; Vrchota, Kathleen A, \$169.00; Waldner, Josephine, \$103.00; Weiss, Carol, \$185.50; Westall, Robert, \$131.56; Witchev, Greg, \$38.50.

Department Head Reports

County Development Director Robert Hill said he received Amendment #2 for the 2016 State and Local Agreement. Be it noted, Chairperson Krogman signed Amendment #2 for the 2016 State and Local Agreement.

Hill discussed a FEMA Discovery meeting that he attended; attended a LEPC meeting; conducted a Brookings County Safety Committee meeting; and gave a Winter Awareness presentation to the Lions Club. Hill said he dropped off 68 copies of Tommy the Turtle Winter Weather and Tornado Safety books to 2nd Grade teachers throughout Brookings County.

Hill conducted a planning meeting that included approval of a variance and conditional use permit for a dairy. Hill said he needs permission from the board to refund fees for a building permit. Deputy States Attorney Teree Nesvold suggested that the board put it on the December 20th agenda for action due to the dollar amount and situation.

Hill discussed upcoming dates.

Director of Equalization Chris Lilla said the audit has been completed.

Finance Officer Vicki Buseth said the delinquent tax list will be published next week in the newspapers. She said the tax certificate sale will be December 19th at 9:30 a.m. Buseth said the tax levies have been sent to the state.

Sheriff Martin Stanwick said there are 44 inmates in jail, and out of those inmates only six of them are on work release. Stanwick said he is going to approach the circuit judge and try to push for more GPS tracking for work release individuals because of jail space.

4-H Youth Advisor Sonia Mack said they've kicked off shooting sports. Mack discussed upcoming dates.

Veterans & Human Services Director Michael Holzhauser discussed upcoming dates. Holzhauser also discussed FEMA funds with the board.

Holzhauser updated the board on the number of phone calls the office has made and received, and the number of in-person meetings.

SCHEDULED AGENDA ITEM

As scheduled at 9:00 a.m., Volga City Administrator, Jameson Berreth introduced himself to the board.

Motion by Yseth, seconded by Pierce to approve and authorize Chairperson Krogman to sign Resolution #16-36: a resolution to approve the annexation of territories by the City of Volga.

Roll call vote: Yseth “aye,” Miller “aye,” Jensen “aye,” Pierce “aye,” Krogman “aye.”
Motion carried.

RESOLUTION #16-36

A RESOLUTION APPROVING THE ANNEXATION OF TERRITORIES BY THE CITY OF VOLGA

WHEREAS, the City of Volga desires to annex the following described properties, to wit:

- The west nine hundred ninety and five-tenths feet (W 990.5') which is adjacent, abutting and west of Lot Thirteen (13) of Block Two (2) and of Block Three (3), all of Westland Addition to the City of Volga, County of Brookings, State of South Dakota.

WHEREAS, pursuant to SDCL 9-4-5, such annexation is subject to review by the Board of County Commissioners.

THEREFORE, BE IT RESOLVED by the Brookings County Board of County Commissioners, that the annexation of the above described territories by the City of Volga be and the same is hereby approved.

Approved this 6th day of December, 2016.

ATTEST: Ryan Krogman
Chairperson
Brookings County Commission

Vicki Buseth
Finance Officer
Brookings County

REGULAR BUSINESS

Motion by Miller, seconded by Jensen to remove the Extension Board appointments from the table. Roll call vote: Miller “aye,” Jensen “aye,” Pierce “aye,” Yseth “aye,” Krogman “aye.”
Motion carried.

Commission Department Director Stacy Steffensen said Alan Gregg had applied for reappointment to the Extension Board, but has since asked to be pulled from the applicant pool.

Motion by Pierce, seconded by Miller to appoint Andy Dupraz, Debra Ford, Ronny Parmely, Jennifer Pickard, Richard Waldner, & Dennis Willert to the Extension Board for a one-year term to begin January 1, 2017.

Roll call vote: Jensen “aye,” Pierce “aye,” Yseth “aye,” Miller “aye,” Krogman “aye.”
Motion carried.

Motion by Yseth, seconded by Miller to approve and authorize Chairperson Krogman to sign Agreement #16-102: an agreement between Teamsters Union No. 120 (Highway Department) and Brookings County. Background information was provided by Commission Department Director Stacy Steffensen.

Roll call vote: Pierce “aye,” Yseth “aye,” Miller “aye,” Jensen “aye,” Krogman “aye.”
Motion carried.

Motion by Miller, seconded by Jensen to approve and authorize Chairperson Krogman to sign Agreement #16-103: an agreement between Teamsters Union No. 120 (Sheriff's Department) and Brookings County.

Roll call vote: Yseth "aye," Miller "aye," Jensen "aye," Pierce "aye," Krogman "aye."
Motion carried.

Motion by Pierce, seconded by Yseth to approve and authorize Chairperson Krogman to sign Agreement #16-104: an agreement between Minnehaha County, Brookings County, and Lutheran Social Services. Background information was provided by Commission Department Director Stacy Steffensen.

Roll call vote: Miller "aye," Jensen "aye," Pierce "aye," Yseth "aye," Krogman "aye."
Motion carried.

Motion by Miller, seconded by Pierce to approve and authorize Chairperson Krogman to sign Agreement #16-105: an agreement between Brookings County and Banner Associates, Inc. for engineering services for structure inspections less than 20 feet. Background information was provided by Highway Superintendent Richard Birk.

Roll call vote: Jensen "aye," Pierce "aye," Yseth "aye," Miller "aye," Krogman "aye."
Motion carried.

Motion by Miller, seconded by Pierce to declare a 1994 Stihl weed eater and a 1990 Stihl weed eater as surplus county property and to dispose of them by taking them to the landfill.

Roll call vote: Pierce "aye," Yseth "aye," Miller "aye," Jensen "aye," Krogman "aye."
Motion carried.

Motion by Miller, seconded by Yseth to reapprove the 5-Year County Highway and Bridge Improvement Plan. Highway Superintendent Richard Birk said when they originally sent the plans in they didn't have the 2017 guidelines. He said they also received bridge inspection information recently which required modifications to the plan.

Roll call vote: Yseth "aye," Miller "aye," Jensen "aye," Pierce "aye," Krogman "aye."
Motion carried.

Commission Department Director Stacy Steffensen discussed year-end contingency and fund assignments with the board.

SCHEDULED AGENDA ITEM

As scheduled at 9:30 a.m., Scott Mohror, Weston Blasius, & Beth Niemeyer with Banner Associates, Inc. gave a presentation on a feasibility study and hydrologic & hydraulic study on the potential 213th Street improvements.

REGULAR BUSINESS

The board continued their discussion of year-end contingency and fund assignments.

Commission Department Director Stacy Steffensen presented the Commission Department Director's Report.

Steffensen said they received a signed letter from Union Representative, James Heeren approving 4 hours of administrative leave on December 23rd. She noted that County Offices will be closed at noon on Friday, December 23rd. Steffensen said Alan Gregg has resigned from the Swiftel Center Advisory Board, advertising for the position has started and the board will make the appointment to fill the vacancy at the December 20th meeting.

Steffensen discussed upcoming dates.

IT Specialist Shawn Plowman discussed technology storage options and anti-virus software programs with the board. Steffensen said there is money in the budget to make these purchases this year. By consensus, the board agreed to move forward with purchasing a new technology storage option and anti-virus software.

Deputy States Attorney Teree Nesvold introduced Deputy States Attorney Brittany McKnight to the board. Nesvold said Brookings County received \$4,750 from the Diversion Fiscal Incentive Program.

COMMISSIONERS' REPORTS & DISCUSSION

Commissioner Pierce attended the Swiftel Advisory Meeting; attended the Chamber Mixer; attended & discussed the Joint Powers Board Meeting; attended the Governmental Conference and Pre-Legislative Lunch; and attended the Planning & Zoning Board Meeting.

Commissioner Jensen attended the 8-County Meeting; attended the BATA Meeting; attended the Jail Expansion Meeting; attended the Governmental Conference and Pre-Legislative Lunch; and attended the Planning & Zoning Board Meeting.

Commissioner Miller attended the 8-County Meeting; attended the Domestic Abuse Meeting; attended the Jail Expansion Meeting; attended & discussed the Joint Powers Board Meeting; attended the Governmental Conference and Pre-Legislative Lunch; and attended the Planning & Zoning Board Meeting.

Commissioner Yseth attended the Hospital Board Meeting; attended the ICAP Meeting; attended the Innovation Campus Meeting; and attended the Chamber Mixer.

Commissioner Krogman toured Novita; attended & discussed the BEDC Meeting; and attended the Governmental Conference and Pre-Legislative Lunch.

EXECUTIVE SESSION

Motion by Pierce, seconded by Yseth to enter into Executive Session at 10:54 a.m., in accordance with SDCL 1-25-2(1),(4), Personnel and Contract Negotiations. Motion carried. The board came out of Executive Session at 12:22 p.m. No action was taken.

ADJOURNMENT

Motion by Yseth, seconded by Jensen to adjourn. Motion carried. The next regular scheduled meeting is Tuesday, December 20, 2016 at 8:30 a.m.

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Jenna Peterson
Finance Assistant II
Brookings County

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